

CIRCULATION SUPERVISOR

POSITION SUMMARY:

Circulation Supervisor position performs a variety of highly technical paraprofessional and professional duties in support of library functions and services.

The majority of work is performed under the general direction of the Assistant Library Director. Incumbent is responsible for the supervision of the Circulation Unit and has authority and responsibility in regard to the operation of the automated library system, library networks, library peripherals and staff and public computer work stations. The incumbent may work at the adult or children's reference desk as well as at the main circulation desk.

Distinguishing Characteristics – This classification is distinguished from the class of Library Assistant as the incumbent is responsible for the direct supervision of circulation staff and has significant responsibility in regard to library automation.

This classification is distinguished from the class of Librarian, in that a higher incidence of paraprofessional and information technology work is performed, and the lack of a Master of Library Science Degree.

ESSENTIAL FUNCTIONS:

Circulation Supervisor position may perform any of the duties set forth in the class specification for the Library Assistant series. In addition, they:

Have authority and responsibility in regard to the operation of the automated library system, library networks, library peripherals and staff and public computer work stations.

Oversee the Circulation Unit, which includes hiring, scheduling, training, evaluation and directing Circulation staff.

Handle difficult questions and situations at the circulation desk.

OTHER RESPONSIBILITIES:

As assigned, serves on Library work teams.

As assigned, serves on Town and Silicon Valley Library System committees.

Perform other work-related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Completion of two years of college.

Three years of library experience, including experience and training in circulation functions.

Knowledge of:

Automated library systems.

Library information technology.

Library services, programs, policies and reference sources.

Basic mathematics, computer equipment and applications.

Basic principles of supervision, office management and budgeting.

Basic knowledge of correspondence forms and correct punctuation, spelling, grammar and vocabulary.

Ability to:

Develop a thorough knowledge of department programs, policies and procedures.

Direct the work of others.

Effectively perform technical library procedures.

Follow written and verbal instructions.

Enter data correctly and at a speed necessary for adequate job performance.

Maintain effective working relationships with those contacted in the course of work.

Provide excellent public service.

EDUCATION, EXPERIENCE AND SKILLS DESIRES:

Possession of a Library Technical Assistant Certificate.

Supervisory experience.

Experience with library integrated systems.

LICENSE(S) OR CERTIFICATE(S):

Possession of a valid State of California Class C driver's license may be required.

PHYSICAL DEMANDS:

Employee must be able to: sit at desk for long periods of time; repetitively use fingers and/or wrists or hands while twisting or applying pressure; maintain concentration and have the capability to make sound decisions; have rapid mental/muscular coordination; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties; lift up to twenty-five pounds, and carry up to ten pounds.

WORK ENVIRONMENT:

Employee works indoors, in direct contact with other Town personnel and the public, without close supervision, with a high volume of work and firm deadlines.